

~~CONFIDENTIAL~~OL Teller
COM-3

3 MAR 1977

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Budget and Fiscal Branch, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL
Chief, Logistics Operations Center, OL

25X1
FROM:

[REDACTED]
Chief, Information Management Support Staff, OL

SUBJECT:

New Procedures for Facilitating OL Telephone
Service Requests

1. OIT has established new procedures to more equitably manage the installation, relocation, and maintenance of secure and non-secure telephones. In response each directorate has appointed a focal point for reviewing and prioritizing its telephone requests. The focal point for DA is [REDACTED] (EXA/DDA).

2. Each office within the DA also has appointed a focal point for telephone requirements. [REDACTED] DAS/IMSS/OL, [REDACTED] is the focal point for OL. Mr. [REDACTED] will monitor and follow-up all OL telephone requirements.

3. The OIT telephone request form (Form 3577), has been revised to permit review of information that should provide more timely accomplishment of telephone requirements. [REDACTED]

25X1
ALL PARAGRAPHS
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SUBJECT: New Procedures for Facilitating OL Telephone Service Requests

25X1 will provide assistance in obtaining these new OIT forms. Mr. [redacted] currently has all outstanding telephone requests for your component and will contact the officer designated on the old forms to verify your requirement, establish the current priority, and ensure required information is current and complete. He will then resubmit them to the EXA/DDA for action. All future requests will also be submitted through [redacted] to the EXA/DDA.



Attachment:
New Form

Distribution:

Orig & 10 Addressees

- 1 - OL Files
- 1 - OL Reader
- 1 - IMSS Official
- 1 - IMSS Chrono

25X1 OL/IMSS/JS:dr [redacted] (5Mar87)

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~~ADMINISTRATIVE - INTERNAL USE ONLY~~

- NEW FORM

1. The following interim form should be used instead of the current "REQUEST FOR TELEPHONE SERVICES", Form 3577. This new form will be modified by OIT in response to your feedback.

2. Please fill out Section 1 entirely, except for "Project No.", which should be omitted. The Office designated telephone focal point should sign under "Requesting Officer". The Executive Assistant to the DDA will sign under "Approving Officer".

3. Please fill out Section 2 entirely, noting the number of telephones under the "Amount" columns.

4. To the left of "REQUEST FOR DATA/VOICE SERVICE" please indicate your requested priority number for this telephone action:

Priority 1 - IMMEDIATE NEED (7-10 days)

Priority 2 - RENOVATION (work will be scheduled in coordination with OL/FMD or OL/RECD renovation/construction work)

Priority 3 - ROUTINE (30-45 days)

5. Route the request as follows using Form 610 (pink routing sheet):

a. Originator of request.

b. Office telephone focal point.

c. EXA/DDA, 7D18 Headquarters

d. OIT/ESG/ID/ASB, 1B16 Headquarters

25X1
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~~ADMINISTRATIVE - INTERNAL USE ONLY~~

Classify as appropriate

CUSTOMER REQ. NO. 19

REQUEST FOR DATA/VOICE SERVICE	
SECTION 1: Requesting Office Information	
Directorate/Office/Group/Div _____	Date of Request _____
Requesting Officer _____	Phone Bl _____ Gr _____
Bldg/Room _____	
Contact Name _____	Phone Bl _____ Gr _____
Project No. (OIT) _____	Renovation _____ Yes/No
Approving Official _____	Date _____
Section 2: Voice Service Requested	
<u>Non-Secure Amount</u> _____ New _____ Relocate _____ Database(Hq.Only)* _____ Modify ** _____ Disconnect _____ Other - Type _____	<u>Secure Amount</u> _____ New _____ Relocate _____ Database * _____ Modify ** _____ Disconnect _____ Other
* Ring Changes	** Telephone Number Changes
Location of Work - From: Bldg _____ Room _____ To : Bldg _____ Room _____	
Additional Information: _____	
Justification: _____	

Classify as appropriate

DCL _____ RVW _____
 DRV _____ BY _____

Form 3577 - Replaces previous Editions